

CATALOGUE NO. 6354.0

EMBARGOED UNTIL 11.30 A.M. 12 JANUARY 1995

JOB VACANCIES AND OVERTIME, AUSTRALIA, NOVEMBER 1994

SUMMARY OF FINDINGS

TREND ESTIMATES OF JOB VACANCIES AND OVERTIME

		Reference date			Per cent change	
		18 Nov. 1994	19 Aug. 1994	19 Nov. 1993	Quarterly	Annual
Job Vacancies	'000	66.3	62.2	39.5	6.6	68.0
Overtime per employee	hours	1.31	1.31	1.23	0.0	7.0
Overtime per employee working overtime	hours	7.33	7.33	7.30	0.0	0.4
Proportion of employees working overtime	%	17.88	17.88	16.80	0.0	6.4

Job Vacancies

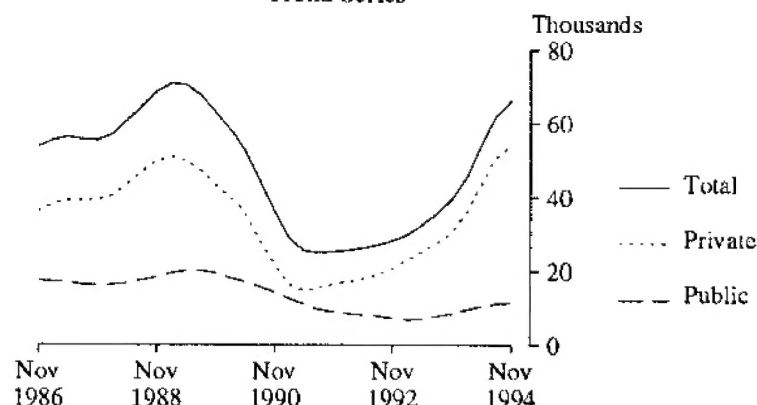
The trend estimate of *job vacancies* in November 1994 was 66,300. This is a rise of 6.6 per cent from August 1994 and continues the trend that began when the series turned upwards from the trough of 25,100 recorded in August 1991. The trend series is now 6.6 per cent lower than the peak of 71,000 vacancies in February 1989.

The trend estimate of job vacancies for the *private sector* was 54,700 in November 1994, a rise of 7.4 per cent from August 1994 and 77.8 per cent since November 1993. The trend series is now 6.6 per cent higher than the peak of 51,300 job vacancies in February 1989 and is the highest recorded vacancy level for the private sector since the inception of the series in February 1984.

For the *public sector*, the trend estimate for November 1994 was 11,600, a rise of 3.2 per cent from August 1994. The trend series is considerably lower than the peak of 20,400 vacancies recorded in May 1989.

Diagram 1 shows the trend estimates of job vacancies estimates of the private and public sectors and the Australian total. Since May 1991, the growth in job vacancies has been concentrated in the private sector. At November 1994 the private sector contributed 82.5 per cent to the Australian trend estimates, whereas at May 1991 its contribution was 57.4 per cent.

**DIAGRAM 1. JOB VACANCIES, AUSTRALIA
PRIVATE AND PUBLIC SECTORS AND TOTAL**
Trend Series



INQUIRIES

- for further information about statistics in this publication and the availability of related unpublished statistics, contact Reg Gaull on Perth (09) 360 5304.
- for information about other ABS statistics and services please refer to the back page of this publication.

In original terms the *job vacancy rate* for Australia of 1.04 per cent was down 3.6 per cent from August 1994 but was up 66.2 per cent in the twelve months since November 1993.

Overtime

The trend estimate in November 1994 of *average weekly overtime hours per employee* was 1.31 hours, the same as in August 1994.

DIAGRAM 2. AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE, AUSTRALIA
Trend Series

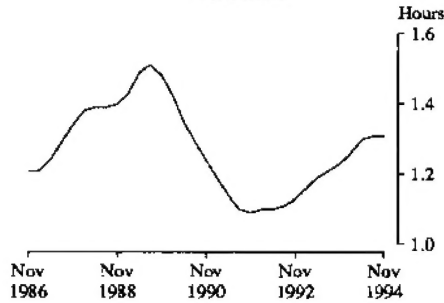
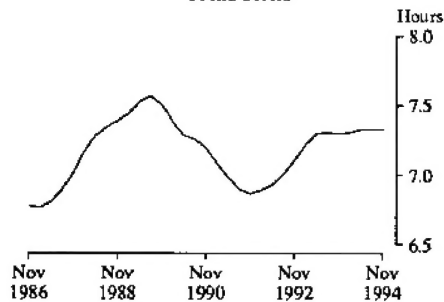


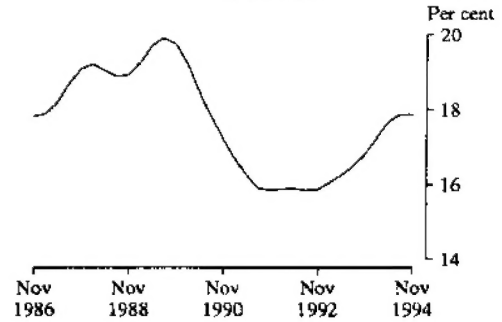
DIAGRAM 3. AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME, AUSTRALIA
Trend Series



The trend estimate of *average weekly overtime hours per employee working overtime* was 7.33 hours, unchanged since August 1994, but recorded a small rise of 0.4 per cent since November 1993.

The trend estimate of the *proportion of persons working overtime* was 17.88 per cent, unchanged since August 1994 and up 6.4 per cent since November 1993.

DIAGRAM 4. PERCENTAGE OF EMPLOYED PERSONS WORKING OVERTIME, AUSTRALIA
Trend Series



Changes to the Survey

A new sample design was introduced for the August 1994 survey, which resulted in a higher than normal proportion of newly selected units in the sample for August 1994. Hence caution should be used when comparing November and August 1994 estimates with the corresponding May 1994 and earlier series estimates. From August 1994, the industry classification used in this publication is the Australian and New Zealand Standard Industrial Classification (ANZSIC), which replaces the Australian Standard Industrial Classification (ASIC). For further information see paragraphs 14 to 18 of the Explanatory Notes.

Note: Trend estimates are subject to revision when data for later quarters become available. See Explanatory Notes, paragraphs 10 to 13.

TIM SKINNER
Acting Australian Statistician

TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES

Reference date	Original series								Seasonally Adjusted	Trend series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.	Australia	
PRIVATE SECTOR											
— '000 —											
1993—											
20 August	11.8	8.0	5.6	* 0.9	* 3.3	0.3	* 0.4	* 0.3	30.6	28.6	27.6
19 November	9.5	8.1	* 5.0	* 2.3	* 3.7	* 0.3	* 0.4	* 0.4	29.6	30.0	30.7
1994—											
18 February	14.6	9.6	4.9	* 2.1	* 4.2	* 0.4	* 0.2	* 0.5	36.5	35.4	35.9
20 May	13.1	13.3	4.9	* 1.7	3.8	0.4	* 0.4	* 1.0	38.7	42.3	43.6
19 August	23.4	10.5	11.1	4.2	5.1	* 0.7	* 0.8	* 1.2	57.0	53.3	50.9
18 November	24.8	11.1	7.8	* 4.1	5.5	* 1.1	* 0.3	* 0.3	55.0	55.8	54.7
Standard errors(a)											
1994—											
November											
Level	3.6	2.2	1.7	1.2	1.0	0.4	0.1	0.1	4.9	(b)	(b)
Change (quarterly)	4.4	3.0	2.3	1.3	1.4	0.5	0.5	0.4	6.2	(b)	(b)
Change (quarterly)											
— per cent —											
1993—											
November	-19.4	1.4	-9.6	150.4	12.7	7.0	14.1	6.6	-3.2	4.9	11.2
1994—											
February	53.9	18.2	-2.2	-8.4	13.0	62.8	-57.2	31.2	23.4	18.0	16.9
May	-10.2	39.1	-1.6	-16.6	-9.0	-19.0	116.7	108.5	6.1	19.4	21.4
August	78.0	-20.9	128.3	142.2	32.0	108.0	88.7	21.4	47.0	26.1	16.7
November	5.8	5.8	-29.3	-2.7	8.4	47.5	-56.9	-77.3	-3.4	4.6	7.4
Change (annual)											
1994—											
November	160.4	37.7	55.4	80.1	47.1	304.6	-24.7	-24.7	86.0	85.7	77.8
PUBLIC SECTOR											
— '000 —											
1993—											
20 August	2.9	1.2	1.4	* 0.7	0.6	0.3	* 0.3	* 1.1	8.5	8.6	8.0
19 November	3.3	1.8	1.2	* 0.5	0.4	0.3	0.3	0.8	8.6	8.6	8.7
1994—											
18 February	3.4	1.7	1.5	* 0.6	0.5	0.4	0.2	* 1.0	9.3	9.3	9.6
20 May	4.6	2.0	1.3	* 0.6	0.6	0.5	0.3	0.9	10.7	10.7	10.5
19 August	4.8	2.0	1.7	0.3	0.8	* 0.6	0.3	1.2	11.8	11.9	11.3
18 November	4.5	1.7	1.5	0.4	1.0	* 0.5	0.3	1.1	11.0	11.0	11.6
Standard errors(a)											
1994—											
November											
Level	0.2	0.3	0.2	0.0	0.1	0.1	0.0	0.1	0.4	(b)	(b)
Change (quarterly)	0.2	0.4	0.1	0.1	0.2	0.1	0.0	0.1	0.5	(b)	(b)
Change (quarterly)											
— per cent —											
1993—											
November	13.8	54.7	-14.3	-29.3	-32.9	19.3	-21.5	-29.8	1.0	-0.1	9.0
1994—											
February	3.7	-4.8	19.8	21.5	20.5	20.7	-10.3	29.6	8.5	8.1	10.4
May	33.2	15.8	-11.5	-1.3	22.0	16.8	31.3	-6.6	14.5	15.5	9.5
August	4.2	0.9	34.5	-47.2	42.1	34.1	3.3	29.6	10.4	10.9	6.8
November	-5.9	-14.6	-12.4	17.6	22.5	-17.7	-8.5	-8.5	-6.6	-7.6	3.2
Change (annual)											
1994—											
November	35.5	-5.0	25.0	-25.5	156.0	55.4	11.4	43.6	28.0	28.0	33.3

See footnotes at end of table.

TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES—continued

Reference date	Original series								Seasonally Adjusted	Trend series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.	Australia	
TOTAL											
— '000 —											
1993—											
20 August	14.7	9.1	7.0	* 1.6	* 3.9	0.5	* 0.7	* 1.4	39.1	37.2	35.6
19 November	12.8	9.9	6.3	* 2.8	* 4.1	0.6	0.7	1.1	38.2	38.6	39.5
1994—											
18 February	18.1	11.3	6.4	* 2.7	* 4.7	0.8	0.4	1.5	45.8	44.7	45.5
20 May	17.7	15.3	6.1	* 2.4	4.4	0.8	0.7	* 1.9	49.4	53.0	54.2
19 August	28.2	12.5	12.8	4.5	5.9	1.4	* 1.1	2.4	68.7	65.2	62.2
18 November	29.3	12.8	9.4	* 4.5	6.5	* 1.6	0.6	1.4	66.0	66.7	66.3
Standard errors(a)											
1994—											
November											
Level	3.6	2.2	1.7	1.2	1.0	0.5	0.1	0.1	4.9	(b)	(b)
Change (quarterly)	4.4	3.0	2.3	1.3	1.4	0.5	0.5	0.4	6.2	(b)	(b)
Change (quarterly)											
— per cent —											
1993—											
November	-12.8	8.1	-10.5	69.1	5.9	13.4	-2.0	-21.4	-2.3	3.7	10.7
1994—											
February	40.9	14.1	2.0	-2.7	13.7	39.9	-40.3	30.1	20.1	15.8	15.4
May	-1.9	35.5	-3.8	-13.0	-5.9	-2.2	70.3	29.7	7.8	18.6	18.9
August	59.0	-18.1	108.6	91.5	33.3	66.5	52.9	25.5	39.1	23.0	14.8
November	3.9	2.6	-27.0	-1.2	10.4	18.1	-43.2	-42.3	-4.0	2.4	6.6
Change (annual)											
1994—											
November	128.2	30.0	49.5	60.1	57.5	168.9	-11.6	22.3	72.9	72.9	68.0

(a) See paragraphs 19 to 24 of the Explanatory Notes. (b) See paragraph 20 of the Explanatory Notes.

TABLE 2. JOB VACANCIES : INDUSTRY, AUSTRALIA
(^{'000})

Industry (a)	Reference date						Standard error(b)
	1993		1994				
	20 Aug.	19 Nov	18 Feb.	20 May	19 Aug.	18 Nov.	
Mining	0.3	* 0.7	0.2	0.4	0.9	0.9	0.1
Manufacturing	3.9	4.9	6.3	6.5	12.7	10.8	1.8
Electricity, gas and water supply	0.2	0.2	0.2	0.2	* 0.8	0.2	0.0
Construction	* 1.5	* 2.3	* 2.2	* 1.7	* 5.3	* 5.5	2.2
Wholesale trade	* 3.6	* 2.3	* 3.3	* 3.3	* 5.4	* 5.7	1.7
Retail trade	* 6.0	* 6.1	* 5.7	8.4	* 10.7	10.2	1.8
Accommodation, cafes and restaurants	* 2.6	* 3.5	* 2.6	* 1.3	4.7	4.7	1.1
Transport and storage	* 2.3	* 1.7	* 0.5	* 1.2	* 1.1	* 1.7	0.6
Communication services	0.1	* 0.4	* 0.4	* 0.6	0.1	* 0.2	0.0
Finance and insurance	* 2.1	* 1.9	* 3.3	2.5	2.4	2.4	0.2
Property and business services	* 5.3	* 4.5	6.6	7.9	9.2	* 6.1	2.3
Government administration and defence(c)	3.2	3.0	2.9	2.8	3.7	3.7	0.4
Education	1.6	1.8	1.9	2.5	2.6	2.9	0.2
Health and community services	3.8	3.8	5.7	7.4	6.1	5.6	0.6
Cultural and recreational services	* 2.2	* 0.7	* 1.0	* 1.3	* 0.8	* 1.8	0.8
Personal and other services	* 0.5	* 0.3	* 3.1	* 1.4	* 2.2	* 3.6	1.4
All industries	39.1	38.2	45.8	49.4	68.7	66.0	4.9

(a) Industry information is classified according to ANZSIC. For more information see paragraphs 14 to 18 of the Explanatory Notes. (b) Relates only to latest level estimate. See paragraphs 19 to 24 of the Explanatory Notes. (c) Excludes permanent defence forces.

TABLE 3. JOB VACANCY RATES, STATES AND TERRITORIES
(per cent)

Reference date	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.
1993—									
20 August	0.73	0.58	0.69	* 0.36	* 0.75	0.36	* 1.16	* 1.10	0.66
19 November	0.60	0.60	0.63	* 0.61	0.77	0.41	1.09	0.87	0.63
1994—									
18 February	0.88	0.74	0.66	* 0.60	* 0.88	0.58	0.66	1.10	0.78
20 May	0.85	1.03	0.64	* 0.54	0.79	0.54	1.08	* 1.39	0.84
19 August	1.29	0.72	1.28	0.93	0.98	0.89	* 1.58	1.71	1.08
18 November	1.32	0.76	0.93	0.90	1.12	* 1.05	0.94	1.01	1.04
Standard errors(a)									
1994—									
November									
Level	0.15	0.12	0.16	0.21	0.16	0.30	0.15	0.09	0.07
Change (quarterly)	0.20	0.18	0.23	0.27	0.24	0.33	0.69	0.28	0.10
Change (quarterly)									
1993—									
November	-18.6	3.1	-9.1	69.6	3.5	16.4	-5.6	-21.1	-5.2
1994—									
February	47.9	23.8	4.7	-1.6	14.4	39.9	-39.2	26.3	25.0
May	-3.7	39.2	-3.5	-10.2	-10.4	-7.5	62.0	26.2	7.6
August	51.3	-30.0	101.3	73.6	23.4	66.8	46.4	23.3	28.2
November	2.1	5.7	-27.4	-3.3	14.7	17.3	-40.2	-41.2	-3.6
Change (annual)									
1994—									
November	120.1	27.6	47.8	48.4	45.1	153.1	-13.7	15.6	66.2

(a) See paragraphs 19 to 24 of the Explanatory Notes.

TABLE 4. OVERTIME : STATES AND TERRITORIES

Reference period - pay period ending on or before	Original series								Seasonally Adjusted	Trend series
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.	Australia
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE										
— hours —										
1993—										
20 August	1.25	1.20	1.04	0.96	1.17	0.83	* 1.72	0.79	1.16	1.21
19 November	1.35	1.45	1.26	1.04	1.20	0.98	* 1.87	0.82	1.31	1.23
1994—										
18 February	1.33	1.32	0.97	1.04	1.37	0.96	1.23	0.81	1.23	1.26
20 May	1.40	1.26	1.29	0.98	1.48	0.89	* 1.42	0.86	1.30	1.30
19 August	1.17	1.43	1.31	1.16	1.41	1.01	1.76	0.65	1.28	1.31
18 November	1.28	1.58	1.25	1.17	1.70	1.15	1.54	0.60	1.37	1.31
Standard errors(a)										
1994—										
November										
Level	0.08	0.13	0.08	0.11	0.12	0.17	0.38	0.05	0.05	(b)
Change (quarterly)	0.06	0.26	0.10	0.09	0.13	0.18	0.21	0.06	0.08	(b)
Change (quarterly)										
1993—										
November	7.3	20.0	20.8	8.8	3.0	19.3	8.2	4.0	12.9	1.8
1994—										
February	-0.9	-8.6	-23.2	0.0	14.1	-2.2	-34.2	-1.4	-6.1	1.3
May	5.1	-5.0	33.1	-5.9	8.4	-7.5	15.4	6.0	5.5	6.0
August	-16.1	13.6	1.6	18.3	-4.6	13.6	24.6	-24.3	-1.4	0.9
November	8.7	10.8	-4.8	0.9	20.3	14.0	-12.7	-8.2	7.2	-3.3
Change (annual)										
1994—										
November	-5.1	9.2	-1.1	12.3	41.8	17.1	-17.4	-27.4	4.6	4.7

See footnotes at end of table.

TABLE 4. OVERTIME : STATES AND TERRITORIES—continued

Reference period - pay period ending on or before	Original series								Seasonally Adjusted	Trend series
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.	Australia
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME										
	— hours —									
1993—										
20 August	7.31	7.36	6.65	5.53	6.94	6.27	9.21	6.34	7.02	7.27
19 November	7.49	8.35	7.53	5.85	7.39	6.93	* 10.75	6.78	7.60	7.36
1994—										
18 February	7.75	7.61	6.18	6.19	7.53	6.85	7.55	5.97	7.27	7.24
20 May	7.47	7.32	7.28	5.64	8.31	6.40	* 9.26	6.52	7.33	7.36
19 August	6.84	7.53	6.83	6.25	8.10	6.47	9.93	5.22	7.11	7.36
18 November	7.44	8.28	6.29	6.68	8.54	6.92	10.71	6.19	7.53	7.29
Standard errors(a)										
1994—										
November										
Level	0.24	0.44	0.21	0.31	0.51	0.82	1.88	0.43	0.17	(b)
Change (quarterly)	0.27	0.55	0.33	0.36	0.42	0.91	1.34	0.47	0.21	(b)
Change (quarterly)	— per cent —									
1993—										
November	2.5	13.5	13.3	5.9	6.6	10.5	16.7	6.9	8.3	1.3
1994—										
February	3.4	-8.9	-18.0	5.7	1.9	-1.1	-29.8	-11.9	-4.3	-1.6
May	-3.6	-3.8	17.9	-8.9	10.4	-6.6	22.7	9.2	0.7	1.6
August	-8.4	2.9	-6.2	10.8	-2.5	1.1	7.3	-19.9	-3.0	0.0
November	8.8	10.0	-8.0	6.9	5.4	6.9	7.9	18.4	5.9	-1.0
Change (annual)										
1994—										
November	-0.7	-0.8	-16.5	14.2	15.5	-0.2	-0.3	-8.7	-1.0	-1.0
PERCENTAGE OF EMPLOYEES WORKING OVERTIME										
1993—										
20 August	17.15	16.38	15.71	17.29	16.80	13.15	18.74	12.50	16.49	16.63
19 November	17.95	17.32	16.75	17.78	16.22	14.20	17.36	12.16	17.19	16.63
1994—										
18 February	17.20	17.37	15.69	16.82	18.17	14.04	16.26	13.60	16.88	17.21
20 May	18.76	17.15	17.71	17.36	17.84	13.90	15.30	13.21	17.68	17.81
19 August	17.17	18.93	19.17	18.54	17.45	15.64	17.77	12.49	17.96	18.11
18 November	17.16	19.07	19.84	17.49	19.92	16.66	14.39	9.68	18.17	17.57
Standard errors(a)										
1994—										
November										
Level	0.90	0.90	1.29	1.33	1.74	1.67	1.25	0.72	0.49	(b)
Change (quarterly)	0.89	2.32	1.11	1.06	1.57	1.66	1.43	1.46	0.75	(b)
Change (quarterly)										
1993—										
November	4.7	5.8	6.6	2.8	-3.4	8.0	-7.4	-2.7	4.3	0.0
1994—										
February	-4.2	0.3	-6.3	-5.4	12.0	-1.1	-6.3	11.9	-1.8	3.5
May	9.0	-1.3	12.9	3.2	-1.8	-1.0	-5.9	-2.9	4.7	3.4
August	-8.5	10.4	8.3	6.8	-2.2	12.5	16.2	-5.4	1.6	1.7
November	0.0	0.7	3.5	-5.7	14.2	6.6	-19.0	-22.5	1.2	-2.9
Change (annual)										
1994—										
November	-4.4	10.1	18.4	-1.6	22.8	17.3	-17.1	-20.4	5.7	5.7

(a) See paragraphs 19 to 24 of the Explanatory Notes. (b) See paragraph 20 of the Explanatory Notes.

TABLE 5. OVERTIME : INDUSTRY, AUSTRALIA

	Reference period - pay period ending on or before						Standard error(b)
	1993		1994				
Industry (a)	20 Aug.	19 Nov.	18 Feb.	20 May	19 Aug.	18 Nov.	
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE							
Mining	4.76	4.13	4.46	4.51	4.15	4.85	0.43
Manufacturing	2.66	3.00	2.97	3.07	2.93	3.35	0.31
Electricity, gas and water supply	1.91	1.98	1.89	1.96	* 1.82	2.30	0.04
Construction	2.05	2.72	2.50	3.38	3.73	3.32	0.47
Wholesale trade	1.43	2.10	1.63	1.59	1.12	1.09	0.17
Retail trade	0.49	0.62	0.53	0.62	0.57	0.62	0.07
Accommodation, cafes and restaurants	0.15	* 0.27	0.27	0.18	0.24	0.23	0.03
Transport and storage	2.68	2.82	2.84	2.60	2.84	3.11	0.33
Communication services	2.09	1.77	1.85	2.15	2.24	2.21	0.01
Finance and insurance	0.55	0.57	0.51	0.54	0.65	0.60	0.03
Property and business services	0.71	0.67	0.52	0.73	0.69	0.73	0.10
Government administration and defence(c)	0.79	0.76	0.69	0.87	0.74	0.89	0.05
Education	0.09	0.13	0.07	0.13	0.12	0.14	0.01
Health and community services	0.42	0.44	0.44	0.46	0.45	0.44	0.04
Cultural and recreational services	* 0.39	* 0.26	* 0.37	* 0.46	* 0.61	0.50	0.05
Personal and other services	0.80	0.79	0.84	0.67	0.88	1.09	0.15
All industries	1.16	1.31	1.23	1.30	1.28	1.37	0.05
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME							
Mining	10.52	10.34	10.70	10.66	9.98	11.16	0.61
Manufacturing	7.77	8.63	8.52	8.68	7.88	8.51	0.27
Electricity, gas and water supply	7.80	8.02	8.20	7.79	8.25	7.92	0.10
Construction	9.92	10.95	9.88	11.31	9.98	11.07	1.31
Wholesale trade	6.61	8.08	7.19	6.68	6.70	6.84	0.76
Retail trade	4.59	5.20	4.48	4.93	4.73	4.94	0.29
Accommodation, cafes and restaurants	3.61	5.52	5.53	3.97	4.45	4.49	0.38
Transport and storage	8.57	9.06	8.20	7.41	8.04	8.58	0.55
Communication services	7.18	6.13	6.82	6.81	6.87	6.87	0.09
Finance and insurance	3.98	4.09	4.48	4.06	3.58	3.45	0.14
Property and business services	7.25	6.35	5.80	7.28	6.35	7.36	0.68
Government administration and defence(c)	5.56	5.37	4.95	5.71	5.56	6.05	0.34
Education	5.77	6.53	7.03	6.38	6.03	6.40	0.20
Health and community services	4.92	5.09	5.26	5.00	4.86	5.28	0.25
Cultural and recreational services	5.70	5.62	5.88	5.50	7.27	5.40	0.46
Personal and other services	5.35	6.61	6.14	5.31	6.24	6.24	0.66
All industries	7.02	7.60	7.27	7.33	7.11	7.53	0.17
PERCENTAGE OF EMPLOYEES WORKING OVERTIME							
Mining	45.28	39.92	41.69	42.29	41.62	43.45	2.84
Manufacturing	34.16	34.81	34.88	35.44	37.17	39.34	1.57
Electricity, gas and water supply	24.47	24.70	23.05	25.12	* 22.06	29.11	0.43
Construction	20.67	24.84	25.27	29.85	37.38	30.00	3.47
Wholesale trade	21.62	26.01	22.69	23.80	16.67	15.86	1.49
Retail trade	10.73	11.94	11.89	12.53	11.97	12.54	1.19
Accommodation, cafes and restaurants	4.17	4.93	4.92	4.46	5.46	5.06	0.51
Transport and storage	31.22	31.17	34.58	35.09	35.30	36.27	2.46
Communication services	29.17	28.87	27.08	31.62	32.59	32.15	0.43
Finance and insurance	13.77	14.07	11.46	13.43	18.29	17.48	0.70
Property and business services	9.76	10.62	9.03	10.05	10.81	9.86	1.32
Government administration and defence(c)	14.12	14.19	14.05	15.19	13.37	14.66	1.30
Education	1.61	2.04	0.98	1.97	2.05	2.15	0.21
Health and community services	8.62	8.66	8.36	9.16	9.35	8.28	0.81
Cultural and recreational services	* 6.84	* 4.68	* 6.24	* 8.38	8.42	9.29	1.29
Personal and other services	14.86	11.99	13.75	12.69	14.15	17.51	2.36
All industries	16.49	17.19	16.88	17.68	17.96	18.17	0.49

(a) Industry information is classified according to ANZSIC. For more information see paragraphs 14 to 18 of the Explanatory Notes. (b) Relates only to latest level estimate. See paragraphs 19 to 24 of the Explanatory Notes. (c) Excludes permanent defence forces.

EXPLANATORY NOTES

Introduction

This survey contains estimates of job vacancies and overtime for November 1994 based on information obtained from a sample survey of employers.

Scope of the survey

2. All wage and salary earners who received pay for the reference period are represented in the survey, except:

- members of the Australian permanent defence forces;
- employees of enterprises primarily engaged in agriculture, forestry and fishing;
- employees in private households employing staff;
- employees of overseas embassies, consulates, etc.;
- employees based outside Australia;
- employees on workers' compensation who are not paid through the payroll.

3. Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- directors who are not paid a salary;
- proprietors/partners of unincorporated businesses;
- self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

4. All vacancies (as defined in paragraph 4 of the Glossary) for wage and salary earners are represented in the survey, except those:

- in the Australian permanent defence forces;
- in enterprises primarily engaged in agriculture, forestry and fishing;
- in private households employing staff;
- in overseas embassies, consulates, etc.;
- located outside Australia.

Survey design

5. A sample of approximately 4,800 employers is selected from the ABS register of businesses to ensure adequate State and industry representation. The sample is updated each quarter to take account of new businesses, those which have ceased operation and structural changes such as takeovers and mergers. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State, industry and size of employment and a simple random sample is selected from each stratum.

Historical series

6. The series were introduced with the November 1983 survey. They replaced current job vacancy and overtime series based on previous information from a sample of employers registered to pay payroll tax and from government organisations. Estimates contained in this publication are not strictly comparable with those obtained prior to November 1983.

Seasonal Adjustment

7. Seasonal adjustment is a means of removing the estimated effect of normal seasonal variation from the series so that the effects of other influences can be more clearly recognised. Seasonal adjustment does not remove the irregular or non-seasonal influences which may be present in any particular period. Volatile or unsystematic influences may still affect the interpretation of movement in the series, even after adjustment for seasonal variation. This means that quarter-to-quarter movements of seasonally adjusted estimates may not be reliable indicators of trend behaviour.

8. The series have been seasonally adjusted from February 1984 and the historical series can be made available on request. The seasonal factors are reviewed annually to take account of each additional year's original data. The next review will be implemented with the February 1995 survey.

9. Details about the method of seasonal adjustment of these series are available on request.

Trend Estimates

10. The ABS considers that trend estimates provide a more reliable guide to the underlying direction of the data, and are more suitable than either the seasonally adjusted or original data for most business decisions and policy advice.

11. The trend estimates in this publication, obtained by dampening out the irregular component from the seasonally adjusted series, are calculated using a centred 7-term Henderson moving average of the seasonally adjusted series. Estimates for the three most recent quarters cannot be calculated using this centred average method; instead an asymmetric average is used. This can lead to revisions in the trend estimates for the last three quarters when data become available for later quarters. Revisions of trend estimates will also occur with revisions to the original data and re-estimation of seasonal adjustment factors. The seasonal factors are revised annually. The most recent review took place in the November quarter 1993.

12. If a series is highly volatile then the trend estimates will be subject to greater revision for the latest few quarters as data become available. However, it is important to note that this does not make the trend series inferior to the seasonally adjusted or original series. In such cases the effect of the irregular component on overall movements will remain in the seasonally adjusted and the original estimates but not in the trend series.

13. For further information, see *A Guide to Interpreting Time Series - Monitoring 'Trends': an Overview* (1348.0) or contact the Assistant Director, Time Series Analysis on (06) 252 6345.

Two feature articles which have appeared in the ABS monthly publication *Australian Economic Indicators* may also be of interest:

- *Picking Turning Points in the Economy* (April 1991); and
- *Smarter Data Use* (March 1992).

New industry classification

14. From the August 1994 issue of this publication, industry information shown in Tables 2 and 5 is classified according to the Australian and New Zealand Standard Industrial Classification (ANZSIC) - for more details refer to *Australian and New Zealand Standard Industrial Classification, 1993*, (1292.0). It replaces the Australian Standard Industrial Classification (ASIC), which has been in use for many years.

Historical ANZSIC estimates

15. Previously published ASIC industry estimates have been recompiled on an equivalent ANZSIC basis from May 1994 back to May 1993. The historical ANZSIC estimates were produced by recoding survey unit data from ASIC to ANZSIC. If there is sufficient demand, ANZSIC industry estimates will be produced for earlier quarters back to November 1983. In general, a charge is applied for providing unpublished information.

Survey design changes due to ANZSIC

16. With the introduction of ANZSIC for the August 1994 survey, a new sample design was introduced, which resulted in a higher than normal proportion of newly selected units in the sample. Approximately 50 per cent of the survey units in August 1994 were new to the sample compared with the usual proportion of 5 to 8 per cent.

17. As a consequence of the new sample design, caution should be used when comparing estimates of job vacancies and overtime for November 1994 and August 1994 with the corresponding estimates of May 1994 and earlier series.

18. For further information see paragraphs 14 to 19 in the Explanatory Notes in the August 1994 issue of this publication.

Reliability of estimates

19. As the estimates in this publication are based on information relating to a sample of employers rather than a full enumeration, they are subject to sampling variability. That is, they may differ from the figures that would have been produced if the information had been obtained from all employers. This difference, called sampling error, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents or in processing by the ABS. Such inaccuracy is referred to as non-sampling error and may occur in any enumeration,

whether it be a full count or sample. Efforts have been made to reduce non-sampling error by careful design of questionnaires, detailed checking of returns and quality control of processing.

20. The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the standard error which indicates the degree to which an estimate may vary from the value that would have been obtained from a full enumeration (the 'true' figure). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about nineteen chances in twenty that the difference will be less than two standard errors. No separate standard errors are calculated for seasonally adjusted and trend estimates.

21. An example of the use of a standard error on levels is as follows. If the estimated number of job vacancies was 25,000 with a standard error of 2,500, then there would be about two chances in three that a full enumeration would have given a figure in the range 22,500 to 27,500 and about nineteen chances in twenty that it would be in the range 20,000 to 30,000.

22. An example of the use of a standard error for a quarterly change estimate is as follows. If the estimated standard error for a quarterly change estimate of job vacancies was 1,000 and the quarterly change estimate between two quarters was 4,500, then there would be about two chances in three that a full enumeration would have given a quarterly change estimate in the range +3,500 to +5,500 and about nineteen chances in twenty that it would be in the range +2,500 to +6,500.

23. Quarterly movements in estimates of job vacancies and overtime are considered to be statistically significant where they exceed two standard errors.

24. Another measure of the sampling error is the relative standard error, which is obtained by expressing the standard error as a percentage of the estimate. Level estimates with a relative standard error of 25 per cent or more, denoted with an asterisk in this publication, are subject to sampling variability generally considered to be too high for most practical purposes.

Related publications

25. Users may also wish to refer to the following publications which are available on request:

Information Paper: New Statistical Series: Employment, Average Weekly Earnings, Job Vacancies and Overtime (6256.0)

The Labour Force, Australia (6203.0) — issued monthly

Average Weekly Earnings, States and Australia (6302.0) — issued quarterly

Average Weekly Earnings, Australia 1941 - 1990 (6350.0) — issued February 1992

Employed Wage and Salary Earners, Australia (6248.0) — issued quarterly.

26. Current publications produced by the ABS are listed in the *Catalogue of Publications, Australia* (1101.0) The ABS also issues, on Tuesdays and Fridays, a *Publications Advice* (1105.0) which lists publications to be released in the next few days. The Catalogue and Publications Advice are available from any ABS office.

Unpublished statistics

27. Unpublished job vacancies and overtime estimates can be made available on request for various combinations of the following variables: State/Territory, sector (public or private) and industry (broad grouping as per Table 5). It should be noted, however, that estimated lower levels of disaggregation than that published in this bulletin may be subject to sampling variability considered too high for most practical purposes. Inquiries regarding data availability and associated charges should be made to the officer whose name appears in the Inquiries box at the front of this publication.

Symbols and other usages

- nil or rounded to zero
- * subject to sampling variability too high for most practical purposes (see paragraph 24 above)

28. Where figures have been rounded, discrepancies may occur between sums of the component items and totals. Percentage changes in the Summary of Findings and publication tables are based on unrounded numbers and consequently could differ from percentage changes that are calculated from the published rounded statistics.

Forthcoming issue

29. The February 1995 issue of *Job Vacancies and Overtime, Australia*, (6354.0) is expected to be released on 30 March 1995.

APPENDIX A: GLOSSARY

Average hours of overtime per employee is calculated by dividing total overtime hours paid for in a particular group by the total number of employees in the same group (including those who were not paid for any overtime).

2. *Average hours of overtime per employee working overtime* is calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the number of employees who were paid for overtime in the same group.

3. *Employees* refers to all wage and salary earners (as defined in paragraphs 2 and 3 of the Explanatory Notes) who received pay for any part of the reference period.

4. A *job vacancy* is a job available for immediate filling on the survey reference date and for which recruitment action had been taken. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying public or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to persons already employed by the enterprise or organisation. This point is particularly relevant to the Australian Public Service and the Public Services of each of the States and the Territories.

Excluded are vacancies:

- of less than one day's duration;
- to be filled by persons already hired, or by promotion or transfer of existing employees;
- to be filled by employees returning from paid or unpaid leave or after industrial dispute(s);
- not available for immediate filling on the survey reference date;

- not available within the particular State or Territory to which the return relates;
- for work to be carried out under contract;
- for which no effort is being made to fill the position.

5. The *job vacancy rate* is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

6. *Overtime* is time worked in excess of award, standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc. staff, normal shiftwork and standard hours paid for at penalty rates.

7. *Overtime hours* represent the number of hours of overtime paid for. Respondents are instructed not to convert overtime hours to their ordinary time equivalent. For example, 100 hours of overtime paid for at time and a half and 20 hours at double time would be counted as 120 hours, not 190.

8. *Reference date* for the survey is the third Friday of the middle month of the quarter. The reference date for the current survey is 18 November 1994.

9. *Reference period* for the survey refers to the last pay period ending on or before the reference date.

10. *Sector*. Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth and State Parliaments. All remaining employees are classified as private sector.



For more information ...

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